

MIAMI-DADE COUNTY FLORIDA

Department of Business Development

COMMUNITY WORKFORCE PROGRAM (CWP) Ordinance No.: 03-1 and Administrative Order (A.O.) 3-37

PARTICIPATION PROVISIONS

This Contract/Work Order has a ____% Community Workforce Goal

Department of Business Development (DBD)
175 N.W. 1ST Avenue, 28th Floor
Miami, Florida 33128
Phone: (305) 349-5960 Fax: (305) 349-5915

A copy of Ordinance 03-1 and A.O 3-37 can be obtained from the Clerk of the Courts at the Stephen P. Clark Building, 111 NW 1st Street, Suite 17-202, Miami, Florida or via the Internet at www.co.miami-dade.fl.us/govaction/searchleg.asp

May 2003

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I. DEFINITIONS:

A. Capital Construction Contract means the building and or improvement of a specific fixed asset as approved in the Capital Budget, or for the purpose of this Administrative Order, open contract infrastructure work where the individual work orders are distributed throughout the County.

B. Contract means a contract for Capital Construction.

C. Department means department or agency administering a Capital Construction Contract to which a local workforce goal has been applied.

D. Designated Target Area (DTA) means any geographic area of Miami-Dade County designated as an Empowerment/Enterprise Zone, any geographic area of Miami-Dade County designated by the Board of County Commissioners as a Targeted Urban Area (TUA), Community Development Block Grant (CDBG) Eligible Block Group or Focus Area.

E. Enterprise Zone means a geographic area of Miami-Dade County designated as an Enterprise Zone or a Satellite Enterprise Zone pursuant to the Florida Enterprise Zone Act of 1994, as amended.

F. Empowerment Zone means a geographical area of Miami-Dade County designated by the federal government as an empowerment zone.

G. CDBG Eligible Block Group means a geographical area whose residents are lower to moderate income.

H. Focus Area means a geographical area slated for economic revitalization.

I. Labor Work means unskilled construction work.

J. Local Workforce Goal means a requirement that a percentage of the workforce performing construction trades work and labor under a Capital Construction Contract/Work Orders be residents of a Designated Target Area.

K. New Hire means any individual employed by the contractor pursuant to the County's approval of the Workforce Plan by the contractor to perform any construction trades work or labor under a Contract to which a local workforce goal has been applied, and who remains employed by the contractor or subcontractor for a minimum duration of one hundred twenty (120) days .

L. Residency is the place a new hire who has been a resident of Miami-Dade County in any designated target area for at least one year.

M. Review Committee or RC means the committee established by the County Manager to review proposed contracts for the application of local workforce goals.

N. Scope of Services or Scope of Work means the work to be performed under a Contract.

O. Subcontractor means any person, firm, entity, or organization at any tier, other than the employees of the contractor, performing construction trade work or labor under a Contract to which a local workforce goal has been applied pursuant to ordinance 03-1.

P. Targeted Urban Area means a geographical area of Miami-Dade County that has been designated by the County Commission as a Targeted Urban Area under Section 30A-129 of the Code.

Q. Work means the Construction and services required by the Contract including all labor, materials, equipment and services to be provided by the contractor to fulfill the contractor's obligations. The Work may constitute the whole or a part of the Contract.

R. Work Order means issuance of specific work based on an open work contract with fixed unit prices.

S. Workforce Development Organization or WDO means an organization providing construction trades skills training or providing skills training that is recognized and accepted by all federation members of the respective trade, who are instrumental in its design and provides certification after participation, or apprenticeship training or any construction related training. The firm must be registered with the Department of Business Development.

T. Workforce Plan or Plan means a plan delineating the number and category of administrative, construction trades and labor personnel necessary to perform the work under a Capital Construction Contract to which a local workforce goal has been applied, and the proposed steps that will be taken to meet the goal. The Plan shall be organized by trade and indicate the number and category of positions already filled and the number and category of positions that require recruitment; the anticipated date that the hiring process will be initiated; the deadline for referrals; the anticipated position commencement date; and the duration of the position.

U. Workforce Recruitment Organization or WRO means an organization providing qualified construction employment recruitment services and employability skills training, including application process, interviewing, and appropriate attire. The organization must be registered with the Department of Business Development.

V. Worker Training Program or WTP is a certified training program, technical school, apprenticeship program or other such construction industry related training program.

II. GENERAL INFORMATION:

Except where state, or federal laws or regulations mandate to the contrary, these provisions shall apply to all such Capital Construction Contracts/Work Orders entered into and issued by Miami-Dade County, its departments and agencies including the Public Health Trust or funded in whole or in part by County funds or with private funds on County property, for public improvements located in Designated Target Areas.

III. PROGRAM OBJECTIVE:

The Community Workforce Program objective is to ensure the utilization of workers living in Designated Target Areas (DTAs) in which a capital construction project is located. It is an attempt to improve the economic condition of all traditionally underserved communities, within employment figures exceeding the national average. Additionally, it is an effort to ensure that public dollars for capital improvement projects benefit residents of the affected communities.

A percentage of the workforce performing construction trades and labor work under this contract must be residents of Designated Target Areas for a minimum period of one (1) year in accordance with Miami-Dade County's Community Workforce Program Ordinance 03-1.

These provisions are subject to changes and corrections. The awarded contractor agrees to comply with any changes to this document and any amendments to the governing Ordinance and respective Administrative Order during the life of this contract.

IV. GOAL COMPLIANCE:

It shall be the responsibility of the Contractor to maintain compliance with the Local Workforce Goal utilizing direct employment or utilizing employment through the subcontractor's workforce.

- i. If the primary contractor and the subcontractor, through written mutual agreement, agree that any portion of the workforce goal will be achieved through the subcontractor, then the subcontractor shall have the right to self-recruit or select and utilize qualified WDOs or WROs.
- ii. Persons designated in the approved Workforce Plan as already on the contractor's (or on any proposed Subcontractor's) payroll at the time of approval who reside in any Designated Target Area and who perform any construction trades or labor work of the Contract may count towards meeting the local workforce goal. Contractor is required to submit a list of qualifying persons already on their payroll at the time of bid submittal.
- iii. Each New Hire residing in any Designated Target Area who is hired to any position designated in the approved Workforce Plan who performs

construction trades work or labor of the Contract for a minimum duration of one hundred twenty days or project duration whichever is less may also count towards meeting the goal, provided the first priority in hiring for such position was given to persons residing in the Designated Target Area in which the public improvement is located.

- iv. Designated positions filled by a New Hire residing in any other Designated Target Area may be counted towards meeting the goal when neither the hiring party nor the WDOs or WROs have been able to identify a qualified resident of the Designated Target Area in which the public improvement is located.
- v. Notwithstanding anything to the contrary above, the contractor may be relieved of the requirements of the Community Workforce Ordinance if such contractor can demonstrate to DBD that it has utilized its best efforts to achieve a goal, including but not limited to, documented evidence (i.e. telephone /fax logs, etc.) of attempted recruitment through all DBD registered WDOs and WROs.

The following shall count towards compliance with a local workforce goal.

- Within fifteen (15) days of approval of the Workforce Plan, the contractor shall complete and submit a Job Order Request Form
- The Employer's Information portion of the Job Order Request Form shall provide the relevant information for the Contractor or Subcontractor who will employ the New Hire.
- Persons designated in the approved Workforce Plan as already on the Contractor's (or on any proposed Subcontractor's) payroll at the time of approval who reside in any Designated Target Area and who perform any construction trades work or labor of the Contract may count towards meeting the local workforce goal.
- Each qualifying New Hire residing in a Designated Target Area who is hired to any position designated in the approved Workforce Plan who performs construction trades or labor work of the Contract for a minimum duration of one hundred twenty (120) days may also count towards meeting the goal.
- First priority in hiring for such position must be given to persons residing in the Designated Target Area in which the project is located.
- Designated positions filled by a New Hire residing in any other Designated Target Area may be counted towards meeting the goal when the hiring party as well as the WDOs and WROs have been unable to identify a qualified resident of the Designated Target Area in which the project is located.
- Contractor/Subcontractor shall be required to submit to DBD upon request, proof of recruitment measures taken to obtain construction trades or labor workforce from within the DTA in which the project is located.

V. WORKFORCE PLAN:

The Contractor/Subcontractor, its WDO or WRO, as appropriate, must develop and submit to the County's issuing/user department, within fifteen (15) days of notification of award of the Contract, to which a CWP goal has been established and applied to the project, a Workforce Plan outlining how the CWP goal will be met.

The Plan shall specify at a minimum:

1. The total number of persons that will be used by the contractor (as well as by all Subcontractors) to perform all of the construction trades and labor work of the Contract, broken down by trade and labor category.
2. Minimum qualifications for each category.
3. Number of persons to be utilized in each category.
4. Identify by name, address and trade category of all persons proposed to perform work under the Contract currently on the contractor's (or on any proposed Subcontractor's) payroll who reside in any Designated Target Area. Two (2) forms of proof or residency are required one of which must be a picture ID. Acceptable forms of proof includes: Voters register, Driver's license, State of Florida ID, Evidence of receipt of unemployment benefits, utility bill.
5. The total number of positions required by the Contractor (or by any proposed Subcontractors) to perform the construction trades and labor work under the Contract and shall indicate the trade categories and minimum qualifications therefore of all such positions.

The Workforce Plan must be submitted to DBD by the issuing/user department. The plan must be reviewed and approved by DBD. The issuance of a Notice to Proceed does not indicate an acceptance of the Workforce Plan. The issuance of a Notice to Proceed prior to DBD's approval of any Workforce Plan submitted shall not be deemed a waiver of the requirements that a Plan be submitted and be approved.

A Contractor who does not have a Plan for such Contract approved by DBD at fifty percent (50%) completion of the Contract may be subject to sanctions including, but not limited to, stop payment. In the event that at contract completion, the Contractor does not achieve the established local workforce goal, liquidated damages equal to \$1500 for each position, by which the Contractor fails to comply with such Goal shall be withheld from the Contractor's final payment as liquidated damages and be applied to pay part of the costs of the Community Workforce Program under this ordinance.

An updated Plan shall be submitted to DBD on a monthly basis. In the event that during the Contract time a New Hire or a person identified in the Plan as already on the contractor's or subcontractors payroll to meet the local workforce goal is replaced, the Contractor/Subcontractor is required to immediately contact DBD identifying the

replacement. Notwithstanding anything to the contrary above, the contractor may be relieved from the requirements of this ordinance if such Contractor can demonstrate to DBD that it has utilized its best efforts to achieve the goal in accordance with the prescribed Administrative Order

VI. WDO and WRO REGISTRATION:

Contractors/Subcontractors may self recruit, or utilize a WDO or WRO to locate workforce to meet their CWP goal. DBD shall register WDOs and WROs, and shall maintain and publish an updated list of WDOs and WROs, identifying areas of expertise and services. DBD shall collect, assemble, and verify information needed to establish eligibility for such registration. To register as a WDO or WRO contact DBD at (305) 349-5960 or visit DBD's website at www.miamidade.gov/DBD.

VII. COMPENSATION TO WDO or WRO FOR PLACEMENT OF NEW HIRE:

The following applies to all Contracts to which a local workforce goal has been applied.

- i. WDOs may be eligible to receive a fee of \$750 for the collective training, referral and placement, of each New Hire from a Designated Target Area on such Contracts.
- ii. WDO/WROs may be eligible to receive a fee of \$500 for the collective referral and placement of each New Hire from a Designated Target Area on such Contracts
- iii. These fees are contingent on the New Hire remaining employed for a minimum of one hundred twenty (120) days or the duration of the project, whichever is less.

VIII. MONITORING:

The County shall maintain staff for the purpose of monitoring compliance with the Community Workforce Goal. Assigned individuals will be on site quarterly to review the progress towards meeting the local workforce goal. The contractor, WDO, WRO, and all subcontractors performing work on a Contract to which a local workforce goal has been applied shall maintain, and make readily available, all records pertaining to employment by the contractor and Subcontractors on the Contract. The contractor shall submit monthly reports itemizing, by trade, all New Hires performing work under the Contract including, but not limited to the trade, the time period the work was performed and the permanent residence. DBD shall conduct payroll audits of the contractor's monthly certified payrolls itemizing, by respective trades, all New Hires performing work under the Contract, time periods during which work was performed, and permanent residence addresses.

IX. ACCESSING INCENTIVES:

It is the County's plan to encourage contractors to access incentives available in Designated Target Areas. Included are incentives established for

Enterprise/Empowerment Zones, and Targeted Urban Areas such as the Work Opportunity Tax Credit, Business Registry Incentives, and Qualified Targeted Industries Incentives (QTI), and other applicable incentives. A contractor, WDO or WRO, is responsible for applying for any incentive for which they may be eligible. The contractor may utilize economic and business development organizations such as the Beacon Council, Empowerment Trust, Miami-Dade County's Office of Community and Economic Development (OCED), WDOs, WROs as well as other related organizations to access such incentives.

X. SANCTIONS FOR CONTRACTUAL VIOLATIONS:

Notwithstanding any other penalties or sanctions provided by law, a contractor's violation of or failure to comply with this ordinance or this Administrative Order may result in the imposition of one or more of the following sanctions:

- i. The suspension of any payment of part thereof until such time as the issues concerning compliance are resolved; and/or
- ii. Work stoppage; and/or
- iii. Termination, suspension, or cancellation of the contract in whole or part; and
- iv. In the event that at contract completion the contractor does not achieve the established local workforce goal, liquidated damages not less than \$1,500.00 per position by which the contractor fails to comply with such goal shall be assessed. Funds so retained by the County shall be applied to the costs of the Community Workforce Program.
- v. In the event contractor attempts to comply with the provisions of this ordinance through fraud, misrepresentation, or material misstatement, or is found after a hearing to have discriminated in violation of Article VII of Chapter 11A of the Code of Miami-Dade County, the County shall, whenever practicable, terminate the contract or require the termination or cancellation of the subcontract for the project on which the Contractor committed such acts. In addition, and as a further sanction, the County Manager or his or her designee may impose any of the above-stated sanctions on any other contracts or subcontracts the Contractor has on County projects. In each instance, the Contractor shall be responsible for all direct and indirect costs associated with such termination or cancellation including attorney's fees and costs. The Contractor may also be subject to debarment.
- vi. The County Manager or his or her designee may issue a Stop Payment

against current and future payments on a contract where the Contractor who has not submitted or does not have a DBD approved Workforce Plan at Contract commencement or at the 50 percent (50%) completion point for such contract.

XI. APPEALS PROCESS

- A.** This appeals process does not apply to appeals of decisions made pursuant to bid documents implementing the Community Workforce program when such bid documents provide procedures for appeals of such decisions.
- B.** Upon a determination of non-compliance with the requirements of Ordinance 03-, Administrative Order 3-37, or implementing bid documents, which decision will be final unless appealed, DBD shall notify the affected party, in writing, setting forth the reasons for the determination and advising of this appeals process.
- C.** The affected party may appeal the determination by filing a written appeal with the Director of DBD within fifteen (15) days of receipt of the notice.
- D.** DBD shall forward all written appeals to the RC. The RC or a committee thereof appointed by the chairperson shall hear all appeals and forward recommendations regarding the appeal to the County Manager.
- E.** Decisions by the County Manager shall be final unless the County Commission agrees in its sole discretion upon request by the affected party to review the County Manager's decision.

Contract/Work Order No.: _____
 WORKFORCE GOAL: ____%

Workforce Plan

MDC/DBD

(A) COMPANY NAME: Primary Contractor (PC) must be listed on first line then the Subcontractors(SB)	(B) TRADE	(C) TOTAL POSITIONS ASSIGNED TO PROJECT	*(D) # of POSITIONS IN (C) FILLED BY EXISTING STAFF	(E) ANTICIPATED NEW POSITIONS	(F) GENERAL LABOR (GL) OR TRADE SKILLED (T). If Trade skills required, specify level of training and license	(G) ANTICIPATED START DATE	(H) DURATION OF POSITION	(I) RECRUITMENT FOR POSITION TO BEGIN: (date)	(J) ALL RECRUITS MUST BE SUBMITTED TO CONTRACTOR/ SUBCONTRACTO R BY:(date)

*** The following must be included as part of the Workforce Plan:**

List of all Workforce (labor force) already on payroll that will be used towards compliance with the Workforce Goal

Proof of existing Workforce residency for the past year (12 months): Address, Social Security Number, Picture ID (Drivers license, State issued ID)

Project/Work they will be performing and the duration of that project/work.

Notes: *Workforce is required to be on the job for a minimum of 120days in order to qualify toward compliance with a Workforce Goal in accordance with Ordinance 03- and must meet the criteria for approved workforce in accordance with governing legislation

*You may make copies of this form or attach additional sheets if needed.

CONTRACT NO.: _____

Workforce Goal: ____%

Workforce Plan
Monthly Report

MDC/DBD

Reporting Period: From: _____ to _____

Reporting Period: **From:** _____ **To:** _____
Percentage of Workforce Goal met: ____%

													Recruited from				Priority Zone			New hires this period Put an "X"
SS#	Last Name	First Name	Address	City	Zip Code	Proof of Residency	Classification hired for	Total hours worked - this period	Gross Earning - prior month	Ethnicity	Date of Hire	End date	CH	WRO(insert name of WRO)	WDO (insert name of WRO)	Self-Recruit	1	2	3	
Primary Contractor																				
Subcontractor																				
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Executed by: _____
Signature of Affiant
Sworn before me: _____ Day of _____ 200_
Printed Name of Affiant
Notary Public

Legend:
WDO= Workforce Development Organization
WRO= Workforce Recruitment/Referral Organization

PAYROLL

(For Contractor's Optional Use; See Instruction, Form WH - 347 Inst.)

NAME OF CONTRACTOR OR SUBCONTRACTOR				ADDRESS																
PAYROLL NO.		FOR WEEK ENDING			PROJECT AND LOCATION					PROJECT OR CONTRACT NO.										
(1) NAME, ADDRESS, AND SOCIAL SECURITY NUMBER OF EMPLOYEE	(2) NO. OF w/holding Exemptions	(3) WORK Classifications	(4) DAY AND DATE								(5) TOTAL HOURS	(6) RATE OF PAY/hr.	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS						(9) NET WAGES PAID FOR WEEK
			O											FICA	WITH - HOLDING TAX			OTHER	TOTAL DEDUCTIONS	
			HOURS WORKED EACH DAY OVERTIME(O) / STRAIGHT (S)																	
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I, _____

NAME OF SIGNATORY PARTY

do hereby state:

(1) That I pay or supervise the payment of the persons employed by _____

_____ on the _____

(CONTRACTOR OR SUBCONTRACTOR) (BUILDING OR WORK)

_____ ; that during the payroll period commencing on the _____

day of _____, 19____, and ending the ____ day of _____, 19____

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

_____ from the full

(Contractor or subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the

full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29

(F R Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948,63 Stat. 108, 72 State. 967; 76 Stat. 357, 40 U.S.C. 276c), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and

complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage

rates contained in any wage determination incorporated into the contract; that the classification set forth

therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program

registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship Training, United

States Department of Labor , or if no such recognized agency exists in a State, are registered with the Bureau

of Apprenticeship and Training, United States Department of Labor.

(4) That:

**(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS
OR PROGRAMS**

- In addition to the basic hourly wage rates paid to each laborer or mechanic llisted in the above referenced payroll, payments of fringe benefits as listed

in the contract have been or will be made to appropriate programs for the benefit of such employees, except as

noted in Section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

- Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than

EXCEPTION (CRAFT)	EXPLANATION
REMARKS	

NAME AND TITLE	SIGNATURE
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION SEE SECTION 1001 OF TITLE 18 AND SEC 231 OF TITLE 31 OF THE U.S. CODE.	

**CONSTRUCTION CLEARINGHOUSE JOB APPLICATION**

Resolution No. R-1145-99

MIAMI-DADE COUNTY PROVIDES EQUAL ACCESS OPPORTUNITY IN EMPLOYMENT AND SERVICES FOR MINORITIES/FEMALES AND APPLICANTS WITH DISABILITIES

Section 1. To be completed by Job Applicant. Please print clearly or type.

Title of Position Sought			Contract/Project Number		
Name: Last		First	Middle Initial	Social Security #	
Address (Street Name and Number)			Apt. #	Home Telephone Number	
City		State	Zip Code	Contact Telephone Number	
Date of Birth: ____ / ____ / ____		<input type="checkbox"/> Male <input type="checkbox"/> Female	Languages Spoken: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Creole <input type="checkbox"/> Other: _____		
Current Driver's License: <input type="checkbox"/> None <input type="checkbox"/> Operator/Class E <input type="checkbox"/> Commercial/Class ____ <input type="checkbox"/> Chauffer/Class D					
Have you ever been employed in the construction industry? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which trade? _____ How many years? ____					
What hours you are available to work? <input type="checkbox"/> 7 AM to 3 PM <input type="checkbox"/> 8 AM to 5 PM <input type="checkbox"/> Other: _____					
What construction trade are you interested in?					
<input type="checkbox"/> General Laborer	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Electrical	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Plumbing	
<input type="checkbox"/> Site & Prep Work	<input type="checkbox"/> Equipment Operator	<input type="checkbox"/> Truck Driving	<input type="checkbox"/> Roofing	<input type="checkbox"/> Painting	
<input type="checkbox"/> Sprinkler Fitting	<input type="checkbox"/> Drywall Finishing	<input type="checkbox"/> Tile Laying	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Pipefitting	
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	
Certificates/Licenses: _____					
Job References: _____					
Applicant Signature				Date	

***** FOR OFFICIAL USE ONLY *****

Section 2. To be completed by Employer/Contractor.

Title of Position Hired	Date of Hire
Duration of Job	Job Salary
Employer/Contractor	Contract/Project Number
Employer/Contractor, please submit a copy of this completed form to: <div style="text-align: center;">Attention: Clearinghouse Miami-Dade Employee Relations Department Career Development Division 111 NW First Street, Suite 2110 Miami, Florida 33128 Telephone: (305) 375-2473 Fax: (305) 375-4138 E-mail address: clearinghouse@miamidade.gov</div>	



MIAMI-DADE COUNTY EMPLOYEE RELATIONS DEPARTMENT

**NOTICE OF CONSTRUCTION CLEARINGHOUSE JOB OPPORTUNITY**

Resolution No. R-1145-99

MIAMI-DADE COUNTY PROVIDES EQUAL ACCESS OPPORTUNITY IN EMPLOYMENT AND SERVICES FOR MINORITIES/FEMALES AND APPLICANTS WITH DISABILITIES

To be completed by Employer/Contractor. Please print clearly or type. Use one form for each position title.**JOB OPPORTUNITY INFORMATION**

Position Title	Application Deadline	
Job Site Location	Number of Openings	Hourly Rate
Describe Job Duties (Knowledge, skills, and abilities)		
Job Duration: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary If Temporary, how long? _____ Fringe Benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Experience Required: <input type="checkbox"/> No <input type="checkbox"/> Will Train <input type="checkbox"/> Yes If Yes, how much experience is required? (Months or Years) _____		
Education Required: <input type="checkbox"/> None <input type="checkbox"/> H.S Diploma/GED <input type="checkbox"/> AA Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Ph.D.		
Certifications/Licenses Required: <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, please list _____		
Driver's License Required: <input type="checkbox"/> None <input type="checkbox"/> Operator/Class E <input type="checkbox"/> Commercial/Class _____ <input type="checkbox"/> Chauffer/Class D		
Language(s) Required: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Creole <input type="checkbox"/> Other: _____		
Applicants should contact employer by: <input type="checkbox"/> Phone <input type="checkbox"/> Fax Resume <input type="checkbox"/> Mail Resume <input type="checkbox"/> In person (days/hours) _____		

EMPLOYER/CONTRACTOR INFORMATION

Business Name	Contract/Project Number	
Address (Street Name and Number)	Suite. #	Federal ID #
City	State	Zip Code
Telephone Number		
Type of Business	Fax Number	
Contact Person	E-mail Address	

Employer/Contractor, please fax this completed form to:

Attention: Clearinghouse
Miami-Dade Employee Relations Department
Career Development Division
111 NW First Street, Suite 2110
Miami, Florida 33128
Telephone: (305) 375-2473 Fax: (305) 375-4138
E-mail address: clearinghouse@miamidade.gov

***** FOR OFFICIAL USE ONLY *****

Date and time this notice received at Miami-Dade Employee Relations Department	Received by
--	-------------